

Medical Conditions Policy

1. Purpose:

The Y Whittlesea is committed to ensuring that each child's health needs are actively supported. Within each service, there will be clear procedures to support the health, wellbeing and inclusion of all children enrolled. It will also ensure that each service will support the enrolment of children and families with specific health care requirements.

2. Scope:

This policy applies to all operations and services of The Y Whittlesea including all Board members, Sub Committee Members, Educators, Volunteers and Families.

3. Policy:

An approved service must have a policy for managing medical conditions. This will include

- management of medical conditions
- when parents are required to provide a medical management plan if an enrolled child has a specific health care need, allergy or relevant medical condition
- when developing a risk minimisation plan in consultation with the child's parents/guardians
- when developing a communication plan for staff members and parents/guardians.

4. Roles and Responsibilities

Approved providers and persons with management or control will:

- Provide a copy of the Medical Conditions Policy to all families of children enrolled at the centre who have been diagnosed with a specific health care need, allergy or other relevant medical condition.
- All enrolment forms are reviewed to identify any specific health care need, allergy or medical condition
- Inform educators, volunteers and staff regarding diagnosed medical conditions relating to any child.
- Develop a Risk Minimisation Plan in consultation with the child's family. This plan will include:
- Identification, assessment and minimisation of any risks relating to the child's specific health care need, allergy or relevant medical condition
- If relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented.
- Strategies, where relevant, are developed and implemented for minimising the risk of any identified practices and procedures that pose a risk to a child.
- Individual strategies, if required, to ensure consistent communication between the centre and the family.
- Display the child's Medical Management/Action Plan where it is easily visible and accessible
- Create a communication plan in collaboration with the nominated supervisor and lead educators to ensure communication between families and educators is on-going and effective
- Make available the Risk Minimisation Plan and the location of the child's medication to all staff of the centre.
- Adhere to privacy and confidentiality procedures when recording and discussing individual health needs.
- Ensure educators, staff and volunteers have a clear understanding of children's individual health care needs, allergy or relevant medical condition that may be ongoing or acute/short term in nature
- New staff members are provided with induction and ongoing training to assist managers, educators and other staff effectively and children with medical management plans are clearly identified
- All staff are informed where medication is stored and/or any specific dietary restrictions relating to their health care need or medical condition
- Staff are trained in the administration of emergency medication
- Ensure we communicate with families about their children's health requirements in a culturally sensitive way.

Educators will:

- display a strong understanding of the Medical Conditions policy.
- be able to identify children with specific medical conditions.

- have access to each child's Medical Management/Action Plan and be able to implement the procedures in place to protect the child in the case of an incident relating to their medical condition.
- be able to locate a child's medication in the event of an incident relating to the child's medical condition.
- where relevant, involve children in discussions about specific medical conditions to increase their understanding and support for their peers.
- administer medications as required in accordance with the procedures outlined in the *Medications Policy*.
- maintain ongoing communication between educators/staff and families in accordance with the strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within the service.
- not permit any child to self administer medication, unless otherwise advised by the child's medical practitioner or in writing from the child's family.
- ensure that no child is in attendance of the centre without the medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition.
- All aspects of operation of the Service must be considered to ensure inclusion of each child into the program
- families can expect that educators will act in the best interests of the children in their care at all times and meet the children's individual health care needs

Families will:

- provide management with accurate information about their child's health needs, allergies, medical conditions and medication requirements on their child's enrolment form
- complete the enrolment form is completed in its entirety providing specific details about the child's medical condition
- acknowledge they have received/or are provided access to The Y's *Medical Conditions Policy* and *Administration of Medication Policy* at time of enrolment
- provide The Y with a medical management plan prior to enrolment of their child and/or
- an individual Asthma or Anaphylaxis Action Plan
- an individual Diabetes Management Plan
- consult with management to develop a risk minimisation plan and communication plan
- notify The Y if any changes are to occur to the medical management plan or risk minimisation in writing
- provide adequate supplies of the required medication and medical authorisation on *Administration of Medication Record*
- provide any updated information relating to the nature of, or management or their child's diagnosed medical condition and associated health care provided by a medical practitioner
- provide an updated copy of the child's medical management plan annually
- provide enrolment documentation of any medical condition annually
- provide written consent authorisation for their child's medical management plan to be displayed at The Y

Chef, cook and food handlers will:

- keep up to date with professional training to help manage food allergies in their service
- practices and procedures are in place, and adhered to, in relation to safe food handling, preparation and consumption of food
- any changes to children's medical management plans or risk minimisation plans are implemented immediately
- meals are checked against a list of allergens each day

5. Related policies, procedures and supporting documents:

- First Aid Policy and Procedure
- Administration of Medication Policy and Procedure
- Enrolment and Orientation Policy
- Excursion and Regular Outings Policy and Procedure
- Incident, Injury, Illness and Trauma Policy and Procedure

6. **Legislative and Industry Requirements:** [Link here](#) to Legislative Compliance Register
7. **Consequences of breaching this policy:** All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).
8. **Policy owner:** The General Manager of Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled. Y Whittlesea reserves the right to vary, replace or terminate this policy from time to time.
9. **Document Control:** Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Date	Release Date
3.0	Review	M Rowse	15/7/25	July 25
2.0	Separated policy and procedure	Farryn Burrill	11/10/2024	Oct 24
1.0	Reviewed and approved	Children and families leadership team	29/03/2019	Apr 19